JOB DESCRIPTION – PROJECT MANAGER

OPPORTUNITY:

The Dynamic Spectrum Alliance (DSA) is seeking a project manager who can oversee the planning and implementation of an international DSA advocacy and educational project to ensure its completion in an organized and timely fashion, and within budget. The Project manager should monitor the designated project resources, monitor financial and budget reports, monitor progress, and keep stakeholders informed for the duration of the project. Candidates should be available to start immediately. This is a consulting, contracted position.

MAJOR RESPONSIBILITIES:

• Key attributes
  o Fiercely & passionately motivated to enhance connectivity!
  o Some experience of the Telecommunications, ICT, Digital ecosystem and a passion for learning
  o Excellent communications and writing skills
  o Experience engaging with Regulatory and Ministerial offices.
  o Managing multiple and complex task delivery across several time zones and multiple stakeholders.
  o Problem-solving aptitude

• Project Management skills
  o Strict and organized management of project objectives, deliverables and outcomes
  o Efficient meeting agenda management
  o Coordinating and scheduling meetings according to everyone’s availability (including time zones)
  o Prepare periodical project update reports (monthly / quarterly)
  o Tracking financials and budget of multiple sub-project(s)
  o Manage project subcontractors / timesheets / deliverables / billing, etc.
  o Preparing RFPs, organizing received vendor information and support vendor evaluation processes as required
  o Taking clear and concise minutes in various meetings, and tracking action items

• Special requirements of global role
  o Manage time-zones (e.g. U.S.A, UK, Africa and Asia)
  o Coordinating teams including regional teams

• Language
  o High proficiency in writing / editing English
Proficiency in Portuguese would be a plus

- **Performance management**
  - Milestones tracking against strict timeline
  - Ensuring project dependencies are properly coordinated to deliver results
  - Keeping track of activities and reporting on roadmap
  - Managing the Project Plan and communicating proactively

- **Managing risk matrix**
  - Ensuring periodical analysis and reporting on KPIs
  - Identifying corrective and preventive actions

- **Networking and contact management**
  - Ensuring database of project contacts is updated and coordinated with the DSA team.
  - Facilitating meetings with contract vendors
  - Keeping CRM updated

- **Facilitating with DSA administrator**
  - Periodical reports for the Board
  - Attendance to DSA Board Meetings
  - Financials & reporting related to the designated project.
  - DSA co-ordination e.g. for the [DSA Global Summit](#)
  - Compliance with all Alliance and project governance requirements

- **Auditors’ management**
  - Coordination with DSA financial team on internal and/or external audits
  - Providing the requested information related to the designated project on a comprehensive and timely manner
  - Abiding by the auditing parameters as set out within the project agreement

- **Winning attributes (plus)**
  - Native English speaker
  - Accountability
  - Experience
  - Proactive communication
  - Charm
  - International experience preferred
WORK EXPECTATIONS:

This position is expected to be full-time for a junior profile but could be partial time for an experienced profile. The duration of the project is one-year (May 2021-April 2022). The project manager should expect to work in a self-provided online professional environment. The position may require work in early morning, late evening, and/or weekend hours to accommodate activities such as external meetings in different time-zones. There is no employment requested location.

DYNAMIC SPECTRUM ALLIANCE BACKGROUND:

The DSA is a global organization advocating for laws and regulations that will lead to more efficient and effective spectrum utilization around the world. The DSA membership spans multinationals, small-and medium-sized enterprises, and academic, research, and other organizations from around the world, all working to create innovative solutions that will increase the amount of available spectrum to the benefit of consumers and businesses alike.

TO APPLY:

Resumes for the Project Manager position are being accepted for consideration immediately. Resumes, cover letters, and remuneration requirements must be submitted to admin@dynamicspectrumalliance.org no later than May 24, 2021. It may also be helpful for applicants to review the DSA Bylaws and Member Agreement posted at: http://www.dynamicspectrumalliance.org. Also, for a complete list of contributions to the regulatory landscape, visit: http://dynamicspectrumalliance.org/regulations/